

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110003-2

CONTROL NO.

REPORTS INVENTORY

DDS/OF-073

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

PPS Staff Members Bimonthly Activity Report

2. TYPE OF REPORT ☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL TRAINING
LOGISTICS SECURITY
MEDICAL ☒ FINANCE
ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Bimonthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Form

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, PPS

10. PREPARING COMPONENT (include lowest level contributing information to report)

PPS Staff Members

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Average total of 264 Bi-Weekly Time Reports of PPS Staff Members per year.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-16	\$ 14.04		1/4		\$ 3.51		66**		\$ 231.66
GS-13*	8.60*		5		43.00		66**		2,838.00
GS-06	3.86		1/4		.97		66**		64.02
									\$ 3,113.68

* Based on FY 70 average grade level of GS-13, step 3.

** Based on FY 70 average of 11 reporting staff members and 6 reports per member.

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$ 3,113.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides Chief, PPS with a management tool useful in planning and controlling workload, performance evaluations, work measurement studies, etc. Report started around 1955; requirement established by Chief, TAS, Office of Comptroller

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X13 Sept. 1970

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